



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONAL INDUSTRIES PRODUCTION COORD

Job Number: 20000646

Job Code: 22230V000101

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees and coordinates a specific correctional industries manufacturing/production operation. Trains and coordinates inmate workers in the manufacture of various correctional industry products. Provides for the safety and security of the specific area of production assigned; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, two-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field.

Substitute EDUCATION for EXPERIENCE:

Additional education in one of the above fields will substitute for one year of the specific trades experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates a group of inmates in a specific industrial or service operation such as printing, auto body repairing, furniture making, clothing manufacturing, sign making, data managing, etc. Coordinates the industrial/service operation with correctional program policies and procedures. Provides training and instruction on safety to inmates in industrial/service operations. Assists in maintaining inventory control of materials and equipment. Checks quality of industrial/service products and applies corrective procedures as needed. Maintains security/control of inmates in correctional industries operation (includes tool control, direct supervision of inmates, inmate discipline, written reports of inmate violation of institutional rules). Recommends operational changes to supervisors. Maintains records and reports. Operates forklift and various tools and machinery. Maintains knowledge of OSHA safety rules and regulations.

UNIQUE PHYSICAL REQUIREMENTS:

Works closely with inmates on a daily basis. Stooping and bending are involved in the security shake down of inmates. Some lifting is required (50 lbs. or more) in receiving, moving and stacking of tools and materials when unloading delivery trucks.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a shop setting within a correction facility. Work environment is hazardous due to working in a state correctional facility with convicted felons.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.